



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

APR 11 2003

MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY
DEPUTY SURGEON GENERAL OF THE NAVY
DEPUTY SURGEON GENERAL OF THE AIR FORCE
PROGRAM EXECUTIVE OFFICER MILITARY HEALTH
SYSTEM JOINT MEDICAL INFORMATION SYSTEMS
OFFICE
DIRECTOR NETWORK OPERATIONS DIVISION
INFORMATION MANAGEMENT, TECHNOLOGY &
REENGINEERING
CHIEF ENTERPRISE ARCHITECT, MILITARY HEALTH
SYSTEMS

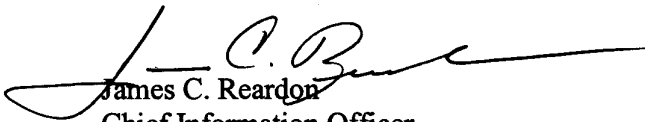
SUBJECT: Military Health System Office Automation Guidance

This memorandum supersedes Military Health System (MHS) Office Automation Guidance dated January 25, 2002. All acquisitions for new and/or upgraded Office Automation software using Defense Health Program funds must utilize component products listed in Attachment 1, MHS Office Automation Standards. This guidance was developed by the Tri-Service Technical Integration Working Group and coordinated and approved by the MHS Information Management Program Review Board. In addition, this guidance will facilitate office automation commonality across the MHS to achieve economies of scale, increase interoperability, reduce training and complexity, and simplify the management of information systems.

Office Automation is an extension of business tools available at the desktop to support the flow of work and information. Office Automation tools include applications such as, word processing, spreadsheet, presentation, office database, electronic forms, calendar/scheduler, electronic mail, Web browser, and virus scanner. These software tools are used for general office functions not specific to any MHS Program. Other software, such as collaborative groupware, file transfer, terminal emulation, etc., may be considered in the future as MHS core component software.

A strong business case may justify using products that are not listed in the attachment. These justifications should be done on a case by case basis to ensure product selected meet the need of the organization.

Point of contact for this guidance is the Office of Technology Management, Integration and Standards at (703) 681-6779 or by electronic mail at tmisweb@tma.osd.mil.



James C. Reardon
Chief Information Officer
Military Health System

Attachment:

As stated

Military Health Systems (MHS) Office Automation (OA) Guidance

FUNCTION	SOFTWARE
REQUIRED for all newly procured or upgraded DESKTOPS (if OA is utilized)	
Virus Scanner	McAfee and Norton AntiVirus software applications are currently licensed for use by the DoD. DISA Website: www.cert.mil NavyWebsite: https://infosec.navy.mil/ Note: These sites can ONLY be accessed by registered military domain computers.
Office Suite*	Microsoft (MS) Office XP: (Professional)
Word Processor	Microsoft Word 2002
Spreadsheet	Microsoft Excel 2002
Presentation Graphics	Microsoft PowerPoint 2002
Relational Database	Microsoft Access 2002
PDF Reader	Adobe Acrobat Reader version 5.05
Email:	MS Outlook 2002
Web Browser	Netscape Communicator version 4.79** http://netscape.intdec.com/disa/ (or) Microsoft Internet Explorer version 6.0 http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp (or) at Service specified locations.
REQUIRED - if capability is needed	
Web Publishing	HTML 3.2, 4.0, and 4.01 specifications
Form Design	Adobe Form Designer version 5.0 (formerly JetFlow Design)
Medical Business Graphics	CorelDRAW™ 11
Technical Graphics	Microsoft Visio Professional 2002
Desktop Project Scheduling	Microsoft Project 2002 or SureTrak Project Manager 3.0
Enterprise Project Scheduling	Primavera Project Planner (P3) 3.0
DeskTop Productivity Tool	Adobe Acrobat version 5.05

*MHS does not have a requirement to move to Office XP. However, some service requirements may mandate Office XP.

**Netscape Communicator 4.79 supports the DoD PKI requirement for SMIME.